



**MEETING OF THE LOCAL GOVERNING BODY OF STOTTESDON CE PRIMARY
SCHOOL HELD IN SCHOOL ON TUESDAY 12TH JULY 2022 AT 4.00PM**

MINUTES

Present	Mark Daborn	MD	Chair of LGB
	Rachel Datlen	RD	Vice-chair of LGB
	James Auden	JA	
	Jane Jones	JJ	
	Katie Jones	KJ	Headteacher
	Richard Lewis	RL	
	Dan Middleton (joined remotely)	DM	
	Sarah Price	SP	
In attendance	Gill Bradley	GB	Trust Business Manager
	Tom White	TW	Trust Estates & Facilities Manager
	Hannah Coleman	HC	Governance Professional
Apologies	There were no apologies for absence.		

Ref.	Minute
1.	Welcome and apologies
a)	MD welcomed all to the meeting.
2.	Declarations of Emergency AOB
a)	There was no AOB declared.
3.	Declarations of Interest (not previously declared)
a)	RL declared that his partner was now working at the school.
4.	Nominations for Chair and Vice-chair 2022-23
a)	Nomination forms were due to be circulated, and elections would take place in the autumn.
5.	Minutes
a)	Following the amendment to minute 6.c from 'on 1st July' to read 'in July', the minutes of the LGB meeting held on 24th May 2022 were agreed.
6.	Matters arising (not otherwise on the agenda)
a)	Access for governors to SharePoint had been requested, and was in place.
b)	New parent governor nominations would be invited in September.
7.	Finance
a)	The Trust schools management accounts (end May 2022) were received: <ul style="list-style-type: none"> i) The accounts were 75% into the year ii) Staffing was at 77%. The work force grant was not accessible due to the level of Trust reserves. iii) The annual repayment for the hall loan had been paid. iv) Year-end should see a small carry forward.
	Q1. What was the total loan for the new hall? It was £4,500 per year, paying back 50% in total.
b)	The Finance Policy was included, for procurement information. It was due to be reviewed to reflect changes in the Academy Trust Handbook.
c)	The Stottesdon Business Plan 2022-23, including risk report and KPI data, was received: <ul style="list-style-type: none"> i) The figures were actuals taken from the management accounts. The Plan needed to be finalised and submitted to the ESFA by the end of July. ii) The budget was being placed before the Board of Directors this week. It was tight, but at a positive starting point. iii) There would be some grant income for hosting Ukrainian students. iv) The generated income was an estimate, and was not yet at pre-Covid levels. v) The risks were similar across the Trust. The sports grant had been announced but the figures had not yet been confirmed. The supplementary support grant would help to cover employer NI costs.



<p>vi) vii) d) e) f)</p>	<p>Staffing was another risk. It had been budgeted at a 3% increase, however this could be higher in reality. There had been no announcement of government grant funding to support this. An apprenticeship levy granted to the Trust would support training opportunities.</p> <p>Catering was a further risk. The challenges were due to escalating food and transport costs. The deficit had been met by the Trust last year.</p> <p>The draft Trust SLA 2022-23 was received:</p> <p>i) This offered transparency and clarity to cover costs for Trust central staff and services eg HR software, legal services. The Executive Head time was split equally over the four schools, then each school paid a proportion ie Stottesdon paid 9.4%.</p> <p>Q2. Why was there a difference between the nursery funding from last year to next year? The figures were based on actuals now whereas, coming out of the pandemic, previous figures carried over had been overestimated. The proposal was to sustain the provision to 5 days a week and staffing had been adjusted accordingly. PP had increased due to the current demographic. The primary benchmarking report was received, including a local comparison. The KPIs linked in, and it was a useful tool to open up discussion.</p> <p>The Catering trading accounts (end May 2022) and risk report was received, for information.</p>
<p>8. a)</p>	<p>Trust estates & facilities</p> <p>The TEFM report was received:</p> <p>i) There were no serious H&S issues to report.</p> <p>ii) The building was in good condition and posed no fire risk. There were no major concerns but actions had been identified and were being dealt with. The Fire Policy had been updated accordingly. Staff training for fire safety awareness had started, and all would receive refresher training in September.</p> <p>iii) Statutory compliance testing on site was up to date. The annual H&S review had been carried out, and the risk assessments were on track.</p> <p>Q3. How often were fire drills carried out? Every half term, and each slightly different eg varied times. The evacuation time was within 2 minutes.</p> <p>iv) Cyber security attacks were currently covered by Telford & Wrekin (T&W). There would be cyber security awareness training for staff and governors to complete next term.</p> <p>v) The IT infrastructure was strong. The next step was installing more software and technology.</p> <p>vi) Some staff were completing Ed Tech and IT Champion courses to enhance learning that would be shared across the Trust. The Amazon levy was being used to support this.</p> <p>vii) A new IT apprentice had been appointed and was in the process of visiting the schools. This post was being fully funded by an IT partner.</p> <p>Q4. Across the trust, what was being done to reduce energy, and therefore cost, to so called 'vampire devices' during evenings, weekends and school holidays? There was a reliance on staff to switch off devices, however automatic systems were being looked into eg timing devices. Research was carried out when looking at projects to make as energy efficient and sustainable as possible eg installation of LED lighting, renewable energy. Illustrating costings to staff could assist in understanding what could be saved from switching off electrical devices. Sustainability was a priority of the Trust.</p> <p>viii) The CIF windows project installation work was beginning at the end of August.</p> <p>ix) The kitchen conversion work for the new learning area had commenced and should be complete by the summer holidays. This would be a valuable area for a new pupil with particular needs starting in September. Funding had been secured for this.</p> <p>Q5. What happened to the old windows? They belonged to the contractor. The frames had rotten, but it would be asked if the glass could be recycled or used.</p> <p>Thanks were extended to GB and TW for their comprehensive reports. They both left the meeting at 4.53pm.</p>
<p>9. a)</p>	<p>Headteacher information</p> <p>The primary outcomes data 2022 was tabled (data compared to 2019):</p> <p>i) The KS2 pupil outcomes were very strong.</p>



	<ul style="list-style-type: none"> ii) The grammar, punctuation and spelling was slightly lower than expected, especially the spelling. Priority had been given to reading, Maths and writing following lockdown. iii) The 'emerging' picture was in line nationally. iv) The school average scale point was above the national average. v) The KS1 data was lower, as expected. Year 2 had found the recovery more challenging. This was the first year of full provision for these children. However, they were progressing along their journey. vi) The phonics were on track. The pupils who had not met the standard had been targeted in preparation for next year. vii) The EYFS curriculum was new, therefore there was no comparison with 2019. <p>Q6. Were the examining authorities allowing for the effects of the pandemic? They had implied that there was no change in expectations at primary level.</p> <p>b) The SDP was ongoing. Staff were feeding into it from their areas and inserting their actions for next year.</p>
10.	Staffing
a)	An update on the arrangements for the EHPM and HTPM was given. The intention was to bring both into one meeting. Three directors would carry out the Executive Head element.
11.	Governor development
a)	The NGA Ofsted preparation training scheduled for Thursday 22nd September at 5.00pm at Lacon was noted. It was agreed that MD, RD and RL would attend.
b)	Initial ideas about adjustment to the school day following the publication of the White Paper were discussed. <ul style="list-style-type: none"> i) The options, implications and process was tabled. ii) An additional 10 minutes a day was required. <p>Q7. Would support staff contracts need reviewing at either end of the day? Potentially yes, as they would be present at the opening doors time. There would be a budget implications.</p> <p>Q8. When would the change in timings be implemented? From September 2023.</p> <ul style="list-style-type: none"> iii) Impact would include traffic congestion, fitting in with other school opening times for siblings, nursery provision 9.00am to 3.00pm and wraparound care. iv) It was agreed to ask the TBM to work costings for each option and the potential change in contracts. v) The next stage to draft the consultation letter ready for consideration. vi) The intention was to bring the times in line across the Trust, however there could be some flexibility depending on the needs and factors at each school site.
12.	Governor monitoring
a)	Link governor visit feedback was received for the following: <ul style="list-style-type: none"> i) English – the new Phonics programme was being delivered and children were very engaged, and this impacted reading in Year 2. A book look had been carried out. Thanks were given to the staff for accommodating the visit. ii) RE – this had been carried out today and the report would follow. There was evidence of enthusiastic learning. There had also been a visit from the Diocesan Director of Education. He was pleased to see the entrenched Christian ethos in school, and multi-faith understanding. The children illustrated deep thinking and a natural approach to debate.
b)	The staff well-being survey outcomes were tabled and considered. There were clear areas to work on eg staff burn-out. The results were similar across the Trust schools, and staff well-being was on every SDP. There would be another survey carried out in the Spring and thought would be given on the answer options and how to encourage more staff engagement.
13.	Policies
a)	The Trust policies were received: <ul style="list-style-type: none"> i) First Aid Policy ii) Children with Health Needs who cannot Attend School Policy – this was a new statutory requirement.
b)	The following local policies were adopted: <ul style="list-style-type: none"> i) Legionella Policy – this followed a recent external survey. ii) Fire Safety Policy



14.	Actions taken by Chair or Vice-chair
a)	There had been no correspondence received or actions taken since the last meeting.
15.	AOB
a)	There was no AOB.
16.	Date of next meetings
a)	The draft Annual Planner 2022-23 was adopted. It was agreed to hold the meetings at 4.00pm.
b)	The date of the next meeting to be held on Tuesday 11th October 2022 at 4.00pm in school was noted.

The meeting closed at 6.10pm.

Minute		Action	By	Due
Development	11.b.iv	Ask the TBM to work costings for each option (extended school day) and the potential change in contracts	KJ	04.10.22

Signed:

Date: 10/10/11